



HIRE SA WORKS INTERNS

2020 Virtual Internship Opportunities Build a Resilient Workforce

INTERNSHIPS FOR A RESILIENT WORKFORCE

The current pandemic has highlighted resilient industries, compounded in-demand occupations and taught us new ways of working. Now more than ever, our future workforce needs access to internships that provide insight into the professional skills required to build a career in our changing world. Internships help develop relevant skills that equip students to be successful in college and career.

A traditional in-person summer internship might not be possible this year. **SA Works is here to help employers host Virtual Project-based and Virtual Mentor-based Internships this summer.**

VIRTUAL INTERNSHIP OPPORTUNITIES

Virtual Project-based Internships are short-term, paid, professional assignments where interns complete 5 to 40 hours of work over 2 to 6 weeks. Employers determine the project and milestones along the way. Interns check in on a regular cadence to report progress.

Virtual Mentor-Based Internships are aimed at developing intern employability skills, like communications, work-ethic and time management. Mentor-based internships also provide staff growth opportunities through managing and mentoring interns. With the guidance of a mentor, interns go through an online curriculum provided by SA Works and a project assigned by their mentors to be completed and presented at the end of the internship period.



EMPLOYER CHECKLIST

- ✓ Identify a department where students could be placed and mentored.
- ✓ Visit SAWorks.org/Employers and register your organization through our GreenLight portal. Here, you can post available short-term virtual internships, review, and manage candidate resumes.
- ✓ Review intern applications and set up interviews. Companies determine the hourly pay and duration of internships.

HAVE QUESTIONS? Connect with Saani Fong at SAWorks@SanAntonioEDF.com
Want more information on SA Works? Visit SAWorks.org.



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Employer Support for 2020 Virtual Internships

WHO CAN BE AN INTERN?

Age requirement: High school students and graduating seniors, 16 - 20 years old by June 1, 2020

Salary: Recommended minimum salary of \$9.00 per hour or \$500 minimum stipend for mentor-based internship

Time frame: 2 - 6 weeks

VIRTUAL INTERNSHIP SUPPORT

MENTOR-BASED INTERNSHIP CURRICULUM

SA Works provides the professional development curriculum, employers provide the mentorship.

Mentor-based internships guide students in four key areas:

GROWTH MINDSET

Shifting focus from a fixed mindset to the belief that basic abilities can be developed and improved through hard work and continuous improvement.



WORKPLACE SUCCESS

Learning basic elements of success like communications, time management, conflict management, and feedback.



PERSONAL BRAND

Building and cultivating a personal brand to differentiate themselves in the workplace



EMOTIONAL INTELLIGENCE

Learning how self-awareness, self-management, empathy and social skills support overall workplace success.

PROJECT-BASED INTERNSHIP IDEAS

Consider assigning short-term projects of value that interns can complete virtually.

- ✓ Research and develop a new program, campaign or initiative
- ✓ Develop a social media campaign
- ✓ Plan and coordinate a virtual event or meeting
- ✓ Produce a video or presentation
- ✓ Update or build contact/customer database



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